

## PORT OF ASTORIA

### MINUTES

### SPECIAL MEETING

APRIL 10, 2012

### PORT COMMISSION CHAMBERS

#### CALL TO ORDER/ROLL CALL

Chairman Hess called the Special Meeting to order. Roll call was taken.

Commissioners present: Dan Hess, Larry Pfund, Bill Hunsinger, Jack Bland and Floyd Holcom.

Staff present: Executive Director Jack Crider, Deputy Director Herb Florer, Terminal & Administrative Services Manager Rita Fahrney, Property Manager Mike Weston, Finance Manager Colleen Browne.

#### CHANGES/ADDITIONS

Chairman Hess called for changes/additions to agenda. None were received.

#### PUBLIC COMMENT.

Chairman Hess called for public comment.

Brad Smith, 400 Industry (Hospitality Masters) provided an update on the leased motel. They have 63 rooms completed, with more underway. They will officially open on Sunday. They will rebuild a few balconies; however do not plan to open many. Commissioner Bland advised he looked at one of the completed rooms and it "looks good".

#### UPDATE CASH POSITION

Finance Manager Colleen Browne reported cash projections are doing pretty well. She provided an updated cash position for member review. Compared cash position at 1/31/2012 of \$121,027 to current position at 4/10/12 of \$493,399. Director Crider explained expenditures have been slowed down, tying up loose ends that will continue the process to help the cash flow. Discussion followed. Commissioner Holcom questions future exposure to liabilities such as PERS. Colleen suggested he review the auditor comments on PERS in the draft audit.

#### PROJECTS UPDATE: BUDGET "LOOSE-ENDS"

Executive Director Jack Crider provided brief updates on the status of projects at the Port, including the following:

##### Airport

- 2<sup>nd</sup> Floor above Bar Pilots – complete
- Fence damage Insurance claim – complete
- Wilderness fence repair - complete
- T-Hangars – ready, all committed
- Beacon & Windcone Upgrades – Complete

- Lektro Loans – job creation – Researching Port liability
- WOW Expansion, DEQ storm water permit updates – in progress
- Drainage Ditch Maintenance and repair – ongoing
- Industrial park fill – budgeted, in progress
- Highway 101 Intersection at Harbor Drive – in progress

#### Skipanon

- Land Purchase – in progress

#### Pier 1/Slip 1

- (P/1 W) – in progress, breasting floats, bulkhead complete
- USCG utilities – in progress (City funds)
- Dredge permit renewal , DEQ Storm water Permit – in progress

#### 10 Pier 1 Building

- Mariner’s Room – complete
- Suite 103 Marina & Reception office –in progress
- Security & Camera System room – in progress (grant funded)

#### Pier 2/Slip 2

- Pier 2 East Development (Connect IV) – in progress (grant submitted)
- Relocate MSRC to Port office building – in progress
- Pier 2 building and pier – in progress
- Coast Guard Utilities – City funding
- West side development deck maintenance and repair – in progress
- Area-Wide contamination – in progress, attorney settlement by 12/2012
- Dredge permit – in progress

#### Pier 3

- Docking facility – in Progress, permits submitted 7/2011, Tiger Grant application submitted
- Boatyard – in progress, 30 new electrical services
- Fishermen’s Hoist – funds need to be budgeted
- Dredging slip 2 – complete, to depth of -32’
- Barge ramp – repair/design in progress, dredging scheduled with new permit

#### Central Waterfront

- Port Hotel – Complete, leased.
- Cannery Pier causeway Vault repair – completed
- 422 Storm Damage repairs – 75% complete
- Union Town access – in progress
- Portway improvements – in progress (included in City Transportation Plan)
- Directory signage – in progress
- Security – access control in progress, parking ticket procedures – completed
- Chinook Building/Restaurant – in progress, funds need to be budgeted

#### West Basin

- Dredging Project – in progress, bull rails and cleats repaired, deck railing repaired, dredge 2013/14
- Key cards for marina rest rooms – completed
- Electrical power for T Dock – in progress, funds need to be budgeted

#### East Basin

- Repair/Replacement of causeway – in progress
- Fish cleaning station – scheduled to be complete June 2012
- Parking – in progress, return MAP funds = possible income source
- OSU Seafood Lab – in progress, draft agreement

#### North Tongue Point

- JE McAmis Lease Modification – in progress
- Bulk cargo shipping facility – in progress, Korean MOU completed
- Security cameras and gates – in progress
- Electrical service for outside boat storage – in progress
- Purchase Site from Washington Group – in progress
- Warehouses – in progress, relocated City Transfer, funds need to be budgeted
- Piers utilities, fender piles, dredging DSL land purchase – in progress

#### Administration

- In progress (standardizing leases, improve cash flow, ID wetland mitigation, etc.)
- Property ownership conflicts – complete
- Charter operator license fee – complete
- Line hauling vessel – in progress, RFP's received
- Governance training – need to satisfy IGA with state
- Fireboat – in progress, grant funds, MOU City of Astoria and Portland Fire Dept.

#### **LINES HAULING AGREEMENT**

Director Crider reported two proposals for line hauling services were received. The Port uses line hauling services for the large cruise ships that dock at the face of pier one to tie the ship lines to the easternmost bollard systems, east of the continuous dock. Anchorage Launch provided this service for many years. Last year a new company, Kiwi's Water Taxi Service" presented a lower proposal for the Port's clients and were chosen to do the service. Crider stated the proposals are nearly equal – one has a longer minimum fee; the other will charge a fuel surcharge. Staff is requesting commission direction and decision at the next week's board meeting.

#### **APPOINTMENT OF BUDGET OFFICER**

*Commissioner Holcom moved to appoint Finance Manager, Colleen Browne, to the position of Budget Officer for fiscal year 2011/2012. Commissioner Bland seconded the motion. The motion carried unanimously.*

**BUDGET COMMITTEE MEMBER REPLACEMENT**

Colleen Browne reported Bill Young, the alternate appointed to the Budget Committee, would like to be considered for replacement of Bill Harris, whose term expired December 2011. Richard Lee has not returned phone calls regarding his term and whether he would like to serve. Commissioner Holcom suggested letting marina and airport committee members know of the vacancy. Staff will do so and a press release will be sent out.

**COMMISSION DIRECTIVES**

Commissioner Holcom stated he knows the Director's plat is full; however, he would like to see direction on a contingency plan and see staff delegation , for his comfort level.

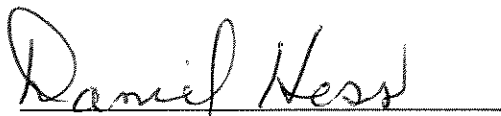
Commissioner Hunsinger stated he has 40 minutes of issues he would like to address. Today's executive session he was able to touch base with some discussions. Director Crider reassured the commission members he will continue to be available and willing to talk to members if issues come up, as he did and does for Port of Tillamook on occasion. Brief discussion followed.

**PUBLIC COMMENT.**

Chairman Hess called for public comment. None was given.

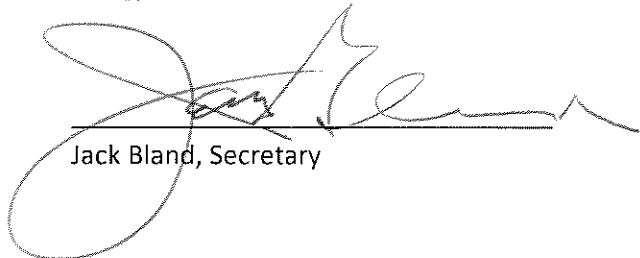
There being no further business, the special meeting was adjourned, followed by a thank-you to staff event.

APPROVED:



Daniel Hess, President

ATTEST:



Jack Bland, Secretary

Submitted by: Rita Fahrney, Admin Services Mgr.